

To: East Hampton Town Council

From: Christopher Goff

E.H. Board of Education

Personnel Subcommittee Chair

Date: 10/21/15

Re: Teacher Contract Highlights

Here is a summary of the agreement with the E. H. Education Association. According to our Attorney, the Board did very well in these negotiations. The salary settlement is well within the current statewide average and the health insurance plan is positioned to minimize the risk of having any excise tax imposed.

The highlights include the Association's agreement to increase the deductible on the Board's High Deductible Health Plan (HDHP) from 1500/3000 to 2000/4000 with a premium cost share of 9% for the first two years and 10% for the third year of the contract as well as general wage increase (GWI) of 2.5% in the first year and 2.25% for each of the second years of the contract plus step increment. Also significant to note is that the Board will continue to NOT provide any co-funding for the insurance deductible.

Changes with Fiscal Impact

*GWI 2.5%, 2.25% and 2.25%

*Increased the High Deductible Health Plan from 1500/3000 to 2000/4000

*Increased out-of-network maximums from 3000/6000 to 4000/8000

*Reduced the premium cost share to 9% in the first two years of the contract

*Returned the premium cost share to 10% in the third year

Cost Avoidance

Using the data, it is possible to compare what the district would have paid if the current health plan did not change versus what the district will pay with the new plan and cost shares. Even though the cost of health insurance will continue to grow each year, the new plan provides savings in the context of cost avoidance - the amount that the Board will save due to the switch to the new plan.

	2016/2017	2017/2018	2018/2019
1500/3000 HDHP.	2,367,342.	2,584,427.	2,821,419
10% cost share			
2000/4000 HDHP.	2,278,308.	2,483,365.	2,677,113
9, 9, 10% cost share			
Savings due to.	(89,035)	(101,071)	(144,306)
Cost avoidance			

TOTAL NET COSTS

	2016/2017	2017/2018	2018/2019
Total net cost - salary offset by insurance savings due to estimated cost avoidance	397,587.	331,028.	295,009
Total Net Cost as a % of salary account of previous year	3.0%	2.4%	2.1%

I hope this information is helpful. Feel free to contact me with any further questions.

**TOWN OF EAST HAMPTON
POSITION DESCRIPTION**

AGENDA
ITEM # 8a

Class Title: Assistant Finance Director - Treasurer

FLSA: Exempt

Department: Finance

Reports To: Finance Director

10-14-15 **Effective Date:** November 1, 2015

General Description/Definition of Work

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A The Assistant Finance Director/Treasurer performs administrative and supervisory work in the functional areas of accounts payable, accounts receivable, payroll, and cash management. Employee is required to perform all similar or related duties. Duties also include assisting the Director of Finance during the collective bargaining process with the compilation of confidential and strategic collective bargaining information and costing out proposals. Work is performed independently with general supervision and direct reporting to the Finance Director.

Essential Job Functions/Typical Tasks

- Coordinates, assigns and oversees workload for accounting staff; selects, trains, motivates, evaluates and disciplines staff as required;
- Coordinates the annual financial audit, including the preparation of schedules, documentation and questionnaires for the auditors; oversees the preparation of the Comprehensive Annual Financial Report.
- Coordinates and prepares monthly reconciliation of QDS Tax Collector reports to MUNIS for sewer use and beneficial assessment collections.
- Initiates debt payments for bonds, bond anticipation notes and lease payments.
- Coordinates and prepares interim financial reports which include balance sheets, changes in fund balance, current year actual data and current year estimates.
- Coordinates and processes month-end and annual fiscal year closings; rolls adopted budget into GL and balances; prepares routine and year-end adjusting journal entries and budget adjustments.
- Calculates monthly health insurance contributions and monitors self-insurance dental fund.
- Oversees reconciliation of all cash and investment accounts.
- Calculates daily cash balances and authorizes investment transfers; signs and authorizes manual checks.
- Maintains systems for all wire transfer and ACH transfer details; maintains grant accounting records and completes quarterly financial reports and payment requests.
- Reviews and approves all payroll tax reporting.
- Documents procedures and ensures good internal controls.
- Manages fixed asset accounting.
- Assists in preparing reports to meet grant and intergovernmental requirements.
- Provides assistance with the operating and capital budgeting processes as required.
- Attends meetings as required and attends professional workshops to maintain knowledge of municipal finance.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting; thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods and laws relating to municipal bond financing.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports.

Assistant Finance Director (Treasurer) (cont'd.)

- Ability to plan, organize, direct and evaluate the work of subordinate employees.
- Ability to communicate complex ideas, both orally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, other governmental officials and associates.
- Considerable knowledge of Excel, Word, and Outlook. Working knowledge of MUNIS.

Education and Experience:

Graduation from an accredited college or university with major course work in accounting or related field and progressively responsible experience in public finance administration. Prefer one of the following certifications CPA, CPFO or CGFM, and/or 5 years of progressively responsible accounting experience in a municipal setting including not less than 3 years of supervisory experience or an equivalent combination of education and qualifying experience substituting on a year-for-year basis acceptability of which shall be at the sole discretion of the Town.

Physical Demands and Work Environment:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires minimal motor skills for activities such as, operating office equipment personal computer, and other repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

Special Requirements:

None.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of East Hampton and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved by: _____
Mike Maniscalco, Town Manager

Date: _____

Office of Policy and Management

STEAP Eligible Projects

STEAP funds are issued by the State Bond Commission and **can only be used for capital projects**. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. Projects eligible for STEAP funds include:

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

Who should I contact if I have questions about STEAP?

Content Last Modified on 5/7/2015 10:12:39 AM

Office of Policy and Management

Not Eligible for STEAP Grant Funding

Expenditures that cannot be funded by STEAP Grant funds:

- Programmatic expenditures or recurring budget expenditures are not eligible for STEAP or any other state bond program. However, some projects, while generally capital in nature, should not be funded with State bond money for various public policy reasons including but not limited to administrative improvements.
- The following expenditures are not eligible for reimbursement in construction, acquisition or development projects: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; municipal salaries or employee expenses.
- Project components not allowable for STEAP fund payment: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. Examples of FF&E include desks, chairs, computers, electronic equipment, tables, bookcases and partitions.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will not be funded without advance written approval of the administering agency.
- STEAP funds cannot be used to represent the required "match" portion for another state grant.

Who should I contact if I have questions about STEAP?

Content Last Modified on 5/7/2015 10:15:56 AM

STEAP Grant request: Priority 1

WPCA

Extend the Village Center water line to the area of 20 High Street in East Hampton Ct. This area of the Town is plagued with bad water wells, which are high in iron and manganese (76ppm iron) in one case. Water is being hauled to the Convenience store and a local restaurateur closed their restaurant due to the costs of having to haul water to this area. DPH has stated that the Convenience store will not be allowed to continue to haul water as a long term solution to the high concentrations of iron and manganese. This project would consist of the design and construction of approximately 1500 feet of 12 inch water line to be able to serve approximately 20 new businesses and residential customers.

If the convenience store were to close this would be a financial loss to the Town and the community as a whole.

The cost estimate for design and construction for this project is \$1,000,000.00

STEAP Grant request: Priority 2

WPCA

Extend the Village Center water line to the area of 3 Barton Hill rd. in East Hampton Ct. This area of the Town is plagued with bad water wells, which are high in iron and manganese. Project will consist of the design and construction of approximately 300 feet of 12 inch water line to be able to serve the East Hampton Fire Department Fire House number I .

The Fire house is used as the Emergency Operations Center for the Town of East Hampton during emergency events and needs high quality potable water during all times of use.

The cost estimate for design and construction for this project is \$30,000.00

Sirois, Cathy

From: Kane Lynch <kanely@hotmail.com>
Sent: Thursday, October 22, 2015 8:07 AM
To: Sirois, Cathy
Subject: STEAP Grant Recommendations

Hi,

I am just writing with a recommendation for the STEAP Grant. On route 16 down near the salmon river is the "fireman's pavillion". I know its owned by the state but it under utilized and could be better used as additional athletic fields for the schools and town. I would recommend the town take over this space, add lights and make it fields so it can be better utilized and enjoyed.

Thanks
Kane Lynch

Sirois, Cathy

From: Joe Carbonell <joecarbonell@aol.com>
Sent: Thursday, October 22, 2015 10:57 AM
To: Sirois, Cathy; Sissick, Phil
Subject: STEAP GRANT

Cathy please include in town council packet for tonights meeting.

Lake Commission requests the town apply for this years Steap grant to go to Lake Pocotopaug.

projects to include remediation of storm runoff from Clark Hill area and Mott Hill and Browning Road from entering the lake.

project for land donated to town on O'Neil Lane to create a rain garden.

project to address Sears Park parking lot, rain water drains to lake.

Any questions let me know. thanks in advance

joecarbonell@aol.com



MEMORANDUM

TO: Town Council
FROM: Planning and Zoning Commission
DATE: 10/23/2015
RE: Road Acceptance – Salmon Run
Salmon Run Conservation Subdivision

At the regular meeting of the PZC held on 10/07/2015, Salmon Run of the Salmon Run Conservation Subdivision was recommended for acceptance.

At this meeting the PZC also recommended that a one-year maintenance bond be retained in the amount of \$7,200.

This recommendation includes that the conditions as set forth by Phil Sissick, Director of Public Works and Anchor Engineering. Those conditions are stated as follows:

- During the period of acceptance the developer is responsible for all maintenance and repair to the roadway, drainage infrastructure, easements and all areas in the proposed right of way.
- Prior to each step in the acceptance procedures a visit should be made to the development the day of the meeting and prior to the meeting up to final acceptance by the Town Council.

Please place this item on the Agenda for consideration by the Town Council on October 27, 2015.

/dcs

cc: P. Sissick, Public Works
T. Shulman, Finance
S. Bayne, Developer



AGENDA
ITEM # 13

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

October 23, 2015

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$2,682.70.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

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471 • 28	•
125 • 57	+
26 • 14	+
47 • 50	+
29 • 20	+
25 • 56	+
138 • 35	+
99 • 18	+
139 • 79	+
237 • 27	+
26 • 39	+
71 • 51	+
373 • 09	+
153 • 35	+
98 • 19	+
8 • 39	+
91 • 40	+
74 • 73	+
347 • 19	+
5 • 00	+
93 • 62	+
2,682 • 70	*